

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**CHIEF DEPUTY TRUSTEE**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform a variety of confidential and administrative/secretarial tasks related to personnel administration, finance, public relation, and the overall operations. Duties and responsibilities include supervising assigned employees and employee activities; recording, balancing and depositing cash receipts; maintaining financial records; balancing accounts, bank statements, and reports; assisting with making investments; preparing payroll; performing data entry functions; preparing correspondence, forms, and reports; answering the telephone, providing information, and relaying messages; providing assistance to taxpayers by conducting title searches; maintaining computerized and hard copy records; and performing other duties as assigned. Reports directly to the Trustee.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Assists the Trustee in matters of administration and the supervision of officers and employees of the Trustee's Office in the conduct of its' daily operations and functions, which are under the jurisdiction of the Trustee, as prescribed by all applicable governing laws, statutes, and ordinances.

Performs various clerical duties; answer the telephone, make copies, send/receive fax, assist with supply order, assist with overflow paperwork, assist with delinquent billing, return tax payments by letter if sent incorrectly. Make bank deposits. Picks up mail from the post office, opens and distributes incoming mail. Enters all daily work into the computer including receipts, taxes, investments, ACV vouchers and county payments, prorated taxes, refunds, journal entries, and warrants. Files all necessary paperwork for new employees and maintains current personnel records.

Maintains all office files. Updates policies and manuals. Retrieves messages and information from the CISCO phone system.

Acts as office supervisor; plans, manages, oversees, directs, and evaluates assigned staff of the Trustee's office; coordinates duties and activities of all county Trustee deputies; assigns office work; responds to all customer complaints; troubleshoots interoffice problems between employees; handles employee concerns and problems, counsels, disciplines; conducts training of new office employees; approves/ disapproves vacation and sick leave requests; maintains the leave schedule of office employees; oversees all activities that pertain to payments of taxes; responds to routine requests for information or assistance from members of the staff, the public, or other individuals.

Acts as the Department Safety Coordinator; attends safety meetings; conducts monthly inspections; compiles newsletters; reports and accidents and violations.

Notarizes documents for the public as needed.

Balances cash journal, bank statements, cash receipts, and various reports daily and monthly on the computer.

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Prepares and maintains excel spreadsheets of investments, fund balances, ADA, sales tax.

Processes both over the counter and mailed tax payments.

Records, balances, and runs reports for all bank accounts including LGIP accounts, CD's, cash management account, and Eagleville CD.

Receives, sorts by fund, transfers money, balances, and pays for warrants daily.

Wires money as necessary for debt payments and county payrolls.

Prepares ADA adjustments yearly. Enters adjustment into the computer and cash journal. Balances with the finance department.

Conducts annual year end reports for the state, all schools, and each city.

Writes a check of excess fees and deposits finance receipt into general fund on a quarterly basis.

Compiles monthly Murfreesboro City School reports; writes check for ADA month ending balance; transfers all Lgip interest and record books; transfers LGIP fund 122, 125, and 143 receipts to different accounts; compiles month end balances on a spreadsheet by balancing the cash journal, prorating and distributing taxes and adding all daily sheets; balances the report with the finance department on all funds.

Collects, reviews, revises, and makes copies of all timesheets weekly to turn in to the finance department.

Distributes revenues to correct funds and investment accounts daily and monthly.

Records retention twice a year, and destroys records when necessary.

Provides daily correspondence with the finance department to record, balance, and deposit all receipts.

Handles all return checks. Corresponds with correct county office for which the check was written to, writes letters when necessary, or requests money from the finance department to cover the check. Collects the return check fees and issues a receipt to report to the corresponding departments.

Acts as clearinghouse for complaints, requests and other matters coming to the attention of the trustee's office from the citizens as well as other county employees. Attempts to solve the situation before bringing the matter to the Trustee.

Assists the local government in solving data entry problems; assists BIS with online inquiries and tax payments online; assists with PNP for EMS online payments and retire payments; assists with auditors for request of information; maintains audit findings file and all exit conference papers.

Prepares and stores the oath of office and letter of agreement for office employees and their salaries.

Enters stop payments for the warrant account, FTB, and Pinnacle as given by all finance employees.

Interacts with the finance department to insure that bond investments comply with the IRS arbitrage regulations.

Maintains direct deposit authorizations from other county offices.

Maintains and disburses expense and travel forms from the fee account.

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Updates the BIS; exports the file every evening before 7 pm CST; retrieves payment information daily and inputs the payment into the Trustee system; runs reports to balance the payment with the bank; compares the BIS with FTB's deposit information.

Ensures security of the vault and contents including cash, checkbooks, etc.

Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

Assists the Trustee with the creation of departmental policies, procedures, rules, and regulations.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

This position requires a high school diploma (or equivalent), with additional training in business and accounting (or related field) preferred; with three to five years of experience involving tax collections, accounting/bookkeeping, and computer operations (or related field); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. May require a valid Tennessee Driver's License.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Must possess a comprehensive knowledge of the terminology used within the department and be able to determine, decipher, organize, prepare and maintain an assortment of legal documents and information in an effective manner associated with the preparation of applicant's transaction.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Must be able to communicate effectively with supervisors, and other staff members.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires the knowledge and ability to operate various machinery including a cash register, computer, printer, typewriter, calculator, copy machine, facsimile machine, telephone, etc.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs. Requires the mathematical ability to handle required calculations.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Requires the ability to plan, organize, and prioritize daily assignments and work activities and to utilize and understand computer applications and techniques as necessary in the completion of daily assignments. Requires the knowledge of software programs relevant to position.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria. Requires the ability to comprehend and apply regulations and procedures of the department and be capable of working under a minimum degree of stress related to duties that require constant attention to detail and tight deadlines.

**ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** receiving and distributing various items within the Trustee’s office and the Finance office.

**Surface:** Concrete and 2<sup>nd</sup> story wood floor

**Estimated Total Hours:**   1  

**2. SITTING**

**Tasks:** daily work at office desk.

**Estimated Total Hours:**   6.5  

**3. LIFTING/CARRYING**

**Objects:** Cases of paper or envelopes or storage boxes

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs				X	
11-25 lbs				X	
26-50 lbs					
51-75 lbs					
76-100 lbs					
>100 lbs					

**4. PUSHING/PULLING**

**Objects:** Moving around boxes in storage areas

**Height of hands above floor during push:** 5 to 5 ½ feet

**5. CLIMBING**

**Tasks:** Retrieving boxes from storage

**Device:** Chair

**Height:** 6 to 7 feet

**Frequency:** 2 or 3 times a year

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** Reloading paper in printers and/or moving boxes

**Frequency:** 2 or 3 times a year

**7. REACHING**

**Tasks:** Retrieving information for work

**Hands Used:** RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Up	Daily	5 seconds	Less than 5 lbs
21-36"				

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>99</u> % of time
Outside	<u>1</u> % of time

Occasionally have to run errands away from work.

**9. OTHER JOB DEMANDS**

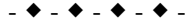
Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping	Occasionally but not required	X
General Cleaning		X
Handling Trash		X

**10. LIST TOOLS, EQUIPMENT AND MATERIALS USED**

Dolly, pens, adding machines, stapler, staple puller, ruler, phone, computer, chair

**11. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Computer- very often
Grasp	X		Pen- very often
Fine Motor i.e: writing, twisting hands or wrist, etc	X		often



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

**Exemption Status Test (Administrative Employee)**

*~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:*

1. Is the employee’s primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer’s customers?
  
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
  
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don’t Know
✓		
✓		
✓		

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date